



CITY OF DURHAM | NORTH CAROLINA

**Date:** February 8, 2011

**To:** Thomas J. Bonfield, City Manager

**Through:** Theodore L. Voorhees, Deputy City Manager  
Donald F. Greeley, Director, Water Management

**From:** Bryant J. Green, Civil Engineer III

**Subject:** Mist Lake Site Improvements Phase I Design Contract

**Executive Summary:**

The Department of Water Management has received and evaluated proposals for the design and permitting of upgrades to the existing parking lot and sidewalks at the Department of Water Management Maintenance and Administration facility located on Mist Lake Drive. The consultant will also design and permit the extension of an internal road, design additional parking and make additional site plan upgrades. The selection committee selected URS Corporation for this work based on their experience with this type of project. URS Corporation will provide design, surveying and permitting services. Selection of URS Corporation was made using the Transportation Department's On-Call Program. A budget ordinance is needed to reallocate incorrectly appropriated funding to the correct CIP accounts.

**Recommendations:**

The Department recommends the City Council:

1. To adopt an Ordinance amending the Water and Wastewater Capital Project Ordinance, Fiscal Year 2011, the same being ordinance 14026.
2. Authorize the City Manager to execute a Supplemental Service Agreement with URS Corporation for the Mist Lake Site Improvements Phase I Design Contract for \$157,285.00.
3. Establish a contingency fund for the contract in the amount of \$15,000.00.
4. Authorize the City Manager to negotiate change orders for the contract provided that the cost of all change orders does not exceed \$15,000.00 and the total project cost does not exceed \$172,285.00.

**Background:**

The City of Durham Department of Water Management owns and operates an administration and maintenance facility at 1600 Mist Lake Drive in Durham. This facility houses the Plant Maintenance Division staff, equipment and vehicles, as well as the Administration, Regulatory Affairs and Utility Engineering Divisions. City vehicle and employee parking utilize most of the available parking spaces, leaving few available spots for visiting members of the public or guests. The facility regularly hosts numerous meetings so the limited parking makes it difficult for visitors. The concrete parking lots and sidewalks are in disrepair, as well as the

access gate and material storage areas. The facility's signage and landscaping are also require improvements for functionality and conformity with stormwater management infrastructure. The automatic security gate at the entrance to the facility is in disrepair and cannot be opened or shut from inside the facility, the gate will be upgraded to address these needs as part of this project.

The selected consultant will perform the following tasks:

- Design and permit a new parking lot and access road to increase the availability of visitor and public parking
- Assess and provide recommendations on the existing concrete parking lots, sidewalk and curb and gutter.
- Design and permit landscaping, access gate and signage upgrades to the existing site.

### **Issues and Analysis:**

The Department of Water Management issued an RFP for design and permitting services in October of 2010 through the Transportation Department's On-Call program. Eight proposals were submitted in response to the RFP by the following firms:

HDR  
Horvath  
Kimley-Horn  
Louis-Berger  
SEPI  
URS  
Wilbur-Smith  
WSP-Sells

All firms were determined to have met the proposal requirements. A proposal review committee with representatives from the Equal Opportunity/Equity Assurance Department and the Department of Water Management then reviewed the proposals. The proposal review committee evaluated the past work experience each firm had for this type of project as well as how each firm proposed to deal with anticipated permitting, coordination and technical design issues. Availability and the qualifications of each consulting firms personnel were also considered. The design firms were ranked based on these criteria.

Based on the proposals and corresponding scores, URS Corporation was selected as the most qualified design firm for the proposed project. The project schedule proposed by URS is broken out between design and permitting, with the project likely taking a total of 8 months from Notice to Proceed.

### **Alternatives:**

There are two alternatives:

Alternative 1: Do not enter in to a contract with URS and attempt to design and permit the site improvements with City staff. City personnel do not currently have the availability or resources to design and permit such this project within the timeframe required.

Alternative 2: Do not enter in to a contract with URS and delay or cancel the Mist Lake Site Improvements project. Under this alternative, the existing parking lot and sidewalks will continue to deteriorate.

**Financial Impacts:**

A capital project budget ordinance amendment is needed to reallocate incorrectly appropriated funding to the correct CIP accounts. The facility paving capital budget needs to be moved from the Water section of the CIP ordinance to the Wastewater section of the CIP ordinance so that the facility paving budget is consolidated. Once the budget ordinance amendment is approved, the necessary funding will be in place. Funds for the Mist Lake Site Improvements Design Contract are budgeted in the Facility Paving account in the Capital Improvement Program. There are currently funds available for this contract:

4100P007-764000-P2110     \$172,285.00

**SDBE Summary:**

The Equal Opportunity/Equity Assurance Department reviewed the proposal submitted by URS Corporation – North Carolina of Morrisville, North Carolina to determine compliance with the Ordinance to Promote Equal Business Opportunities in City Contracting. It was determined that Kimley Horn Associates is in compliance with the Ordinance to Promote Equal Business Opportunities in City Contracting.

**SDBE REQUIREMENTS**

No MSDBE or WSDBE goals were set.

URS Corporation of NC will subcontract to the following certified firms:

<b>Firm</b>	<b>ID</b>	<b>City/State</b>	<b>Amount</b>	<b>% of Contract</b>
CH Engineering, PLLC	WSDBE	Raleigh, NC	\$ 34,670.00	22%
Ameridrill*	WBE DBE	Charlotte, NC	\$ 6,826.00	4.3%

\*Ameridrill is a certified WBE DBE firm with NCDOT and can be utilized for WSDBE participation.

**WORKFORCE STATISTICS**

Workforce statistics for URS Corporation of NC are as follows:  
(Consolidated)

Total Workforce	12678	
Total Females	4183	(33%)
Total Males	8495	(67%)
Black Males	355	(3%)
White Males	6882	(54%)
Other Males	1258	(10%)
Black Females	291	(2%)
White Females	3165	(25%)
Other Females	727	(6%)